



PORT OF GRAPEVIEW

ZOOM INSTRUCTIONS

Hello Port of Grapeview Residents,

During this COVID-19 crisis we are all experiencing new and different ways to communicate while self-quarantining. During this emergency, public agencies may not conduct in-person meetings, and any remote meetings must be limited in the actions taken to those listed in proclamations issued by Governor Inslee.

The Port of Grapeview has opted to utilize ZOOM to conduct our regularly scheduled meetings.

As with many of us, ZOOM is a new communications tool for us as well. And we ask that you take a moment to read through a few details below in order to help us conduct meetings efficiently.

ZOOM is a web based virtual platform that is accessible by any computer or smartphone.

We ask that public attend our meetings via audio only. If your video is on, the Port will turn it off.

We also ask that you keep your audio muted so that there are no interruptions while the Board conducts its business. If your audio is not muted, the Port will turn it off.

In regards to public comment: The Port would still like to have time to allow public comment in the final minutes of the meeting.

For this to work, we need to have a few additional guidelines in place. In light of the shortened time frame, we will limit public comment to 2 minutes. If you have public comment that is related to items on the agenda, we ask that you email admin@portofgrapeview.com by **6 pm the day of the meeting** with your name and subject. During that portion of the agenda, the host will unmute each individual called upon from the list to make their comment.

To join the meeting: **See the link on the website home page www.portofgrapeview.com. Simply click on it and it will take you to ZOOM. The meeting starts at 7 p.m. so don't expect to join until a few minutes before the meeting starts.**

Again, we appreciate your patience and understanding during this pandemic.

Stay safe, stay healthy. Thank you for your interest in the Port of Grapeview.